



Parks and Recreation ♦ 4811 North Saginaw Road ♦ Midland, Michigan 48640 ♦ 989.837.6930 ♦ 989.835.5651 Fax ♦ www.cityofmidlandmi.gov

August 26, 2015

TO: Parks and Recreation Commission

FROM: Karen Murphy, Public Services Director

SUBJECT: Parks and Recreation Commission Meeting of September 1, 2015

The regular meeting of the Midland Parks and Recreation Commission has been scheduled for Tuesday, September 1, 2015. The meeting will be held in Council Chambers of Midland City Hall at 333 W. Ellsworth and will begin at 7:00 p.m.

The agenda for the meeting is as follows:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Minutes of meeting of August 5, 2015
- 5) Call to Audience
- 6) Public hearing on request from Momentum Midland to consider relocation of the Midland Farmer's Market to the Putnam Park area east of Cronkright Street
- 7) Adoption of FY 2015/2016 Work Plan
- 8) Introduction of recreation fee review calendar
- 9) Review of recreation fee philosophy
- 10) Project Reports
 - a. Chippewassee Trail and River Overlooks
 - b. Thrune Park water feature
 - c. Recreation programs – Pooches at Plymouth and the Grand Experience
- 11) Old Business
- 12) New Business
- 13) Adjourn



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August 26, 2015

TO: Parks and Recreation Commission

FROM: Karen Murphy, Director of Public Services

SUBJECT: Notes for Meeting of September 1, 2015

Public hearing on request from Momentum Midland to consider relocation of the Midland Farmer's Market to the Putnam Park area east of Cronkright Street

At the August Commission meeting, Paul Barbeau from Momentum Midland presented a request to consider the relocation of the Midland Farmer's Market to the Putnam Park area. A public hearing was scheduled for the September 1 Parks Commission meeting. I will provide an introduction on the matter, which will include a presentation by City Attorney Jim Branson. Mr. Branson will present information on what can be done on City owned property; NOT what should be done. He will also present the status of certain lands held by the City and link the land status of Putnam Park with the legal status based on documented research and actions by prior commissions, councils and court actions. Mr. Branson will also fully explain ordinance protected parks as found in Chapter 17 of the Midland City Code of Ordinances and also Section 5.7 of the Midland City Charter. He will also discuss the current Farmers Market operation.

I will provide you via email links to the online City Charter and the Code of Ordinances that are referenced above so you can review these prior to the meeting.

As part of the public hearing process, Momentum Midland will give another brief presentation and then the matter will be opened up for public comment. Once the Commission receives comments both in favor and in opposition to the proposal, the Commission will be asked to deliberate on the matter and render a recommendation to City Council. The specific questions that City Council has requested recommendations on from the Parks & Recreation Commission are whether Putnam Park can be used for a purpose other than parkland, and whether the park should be offered for this purpose. The first question relates to whether there is a legal restriction to the use of Putnam Park for farmer's market purposes, and the second question relates to whether there are any parks and recreation-related reasons that ought to be considered before allowing such a use on this property.

Adoption of the FY 2015/2016 Work Plan

At the August meeting, the Commission suggested a list of topics to be included in the 2015/16 Work Plan. Attached is a draft of the work plan with the proposed monthly topics included. After reviewing the topics, I will ask the Commission to consider the plan for adoption.

Introduction of recreation fee review calendar

The proposed schedule to review the recreation fees allows staff to have any changes to the fee structure in place prior to submitting the proposed budget for the following fiscal year. This schedule has worked well in recent years and I suggest we follow the same process for this year. The proposed outline for the recreation fee process is as follows:

- September Commission meeting – Commission to review the recreation fee philosophy
- October Commission meeting – Meeting Cancelled
- November Commission meeting – Staff to propose revised fees for the Commission to consider
- December Commission meeting – Hold a public hearing to receive input on proposed fees
- Mid-December Joint Meeting – Invite City Council to meet with Commission to discuss the proposed fees

Review of recreation fee philosophy

Attached is the current recreation fee philosophy used to guide the establishment of fees for the general recreation programs, facilities and equipment usage. As the first step in the annual recreation fee process, I would ask the Commission to review the philosophy and give staff direction as to whether any changes are needed before staff applies the philosophy to arrive at fee recommendations for the upcoming year.

Project Reports

I have updates on the Chippewassee Park pathway and river overlooks, as well as the Thrune Park water feature renovation to share. In addition, I will share information on upcoming recreation program offerings.

**** PLEASE NOTE - I HAVE ATTACHED THE PROPOSED MINUTES FROM THE AUGUST MEETING FOR YOUR REVIEW AS WELL!**

Respectfully,

Karen Murphy



Fiscal Year 2015-2016

Parks and Recreation Commission Plan of Work

9-1-15

Presented by:
Karen Murphy, Director of Public Services

Mission Statement

City of Midland

That the inhabitants of the City of Midland may live well through the effective maintenance of public safety, health, and welfare via efficient provision of public services, activities, and enterprises which reflect intelligent opinion as to the needs of the community.

The Midland City Council endeavors to fulfill this mission, established by the City Charter, by ensuring economic sustainability of the community, providing effective stewardship of community resources, and by providing an outstanding quality of life through excellent service delivery.

Parks and Recreation Commission

The Parks and Recreation Commission is advisory to the City Council and consists of between five and nine members who by experience have evidenced interest in development of park and recreation services for public use.

Duties of the Parks and Recreation Commission, established by the City of Midland Code of Ordinances, are to consider and study the reasonable needs of recreational facilities and activities in which the city might properly participate, to formulate and to report to the city council estimates of public requirements for recreational facilities and for the costs thereof, and the amounts which might properly be appropriated by the city council to provide and maintain the recreational facilities.

Parks and Recreation Director

In accordance with the Code of Ordinances the Director of Public Services has been designated by the City Manager the director of parks and recreation. As such the director is the executive officer in charge of the use and maintenance of parks, properties and buildings owned by the city, and assigned to the department of parks and recreation, and he shall be responsible for the recreation programs in buildings or on properties of other public or private institutions that may be used by the city through rental, lease or by gift. The director also serves as secretary of the Parks and Recreation Commission.

Committee Structure

Beautification Advisory Committee - Appointed by and reporting to the Parks and Recreation Commission, this committee leads to main programs annually:

- Appreciation of Beautification Awards - This awards program recognizes both business and residential properties for landscaping and structural site improvements, which are readily visible to the public.
- Make Midland Beautiful Art Celebration - This program takes place each spring and encourages creativity among children in the 2nd and 6th grade, by creating a poster on "what makes Midland beautiful." This is a cooperative program involving more than 1,000 Midland elementary school children.

Annual Plan of Work

Intent

Being required to conduct a minimum of six (6) meetings during the fiscal year, the Parks and Recreation Commission seeks to perform its duties effectively and efficiently. To that end the Commission relies on an annual work plan to anticipate and organize those matters to be addressed. The Commission may periodically review and modify its work plan as needed to address evolving community needs.

Commission Meetings

The Parks and Recreation Commission conducts regular meetings, which are open to public participation, at 7:00 PM in the City Council Chambers of City Hall on the first Tuesday of the noted months as follow. Agendas for such meetings will include, at a minimum, the following matters:

- 1) Call to Order
- 2) Roll Call
- 3) Minutes of Prior Meeting
- 4) Call to Audience
- 5) Project Reports
- 6) Division Report
- 7) Old Business
- 8) New Business
- 9) Adjourn

The Parks and Recreation Commission, along with department staff, have compiled the following list of potential topics to be discussed throughout the year with the understanding that other topics may come up during the course of the year that take precedent.

<i>Project Reports</i>	<i>Division Report</i>
Parks Master Plan attainment of goals	Parks Update – with specific updates on Dog Park, Disc Golf course
Recreation Fee Process	Recreation Seasonal Updates
Plymouth Pool End of Season Review	Horticulture
City Forest End of Season Review	Cemetery
Currie Stadium	Forestry – EAB update
Infrastructure improvement plan	Operational report on parks summer maintenance
Pere-Marquette Rail Trail – City Parks role	
Upper Emerson grant proposal (as applicable)	



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August 26, 2015

TO: Parks and Recreation Commission

FROM: Karen Murphy, Director of Public Services

SUBJECT: Recreation Fee Philosophy

General Information

The recreation fee philosophy provides a general direction for staff in preparing fee recommendations that support recovery of a percentage of costs associated with various recreation and park offerings. The Parks and Recreation Commission then reviews the recommended fees, accepts public input and presents their final recommendations to City Council which, in turn, makes the final decision on the fees.

In terms of general recreation fees, we have the following areas to consider: competitive sports, swimming, and general recreation. Fees for the two enterprise recreation activities, the golf course and the civic arena, are addressed directly by City Council based on a schedule that corresponds appropriately with the business strategies that are in place for these two enterprise funds.

This report will provide data for each area and pose specific philosophical questions where pertinent.

Competitive Sports

The basic principles of the fees in the area of competitive sports have been to recover all direct costs associated with adult sports, and only program costs associated with youth sports. This means that facility preparation costs are assessed in adult sports while the only costs recovered in youth sports are for officials and supplies. These costs are offset by individual player fees.

Measures have been taken in the recent past to lessen the cost of the maintenance of competitive sports facilities, principally softball fields. The consolidation of facilities for adult softball at the Redcoat Complex has lessened travel time and expense associated with field preparation. Staff has also worked closely with users groups to get the fees for adult softball to a level that aligns the programs with the philosophy in terms of cost recovery.

Swimming

Historically, the fee philosophy for Plymouth Pool has been to recover 50% of operating expenses through swim fees, including pool passes and swim lessons. This philosophy is based on the premise that the pool provides key access to water recreation for youth in the community and lends an avenue for youth to learn important swimming skills. Staff monitors expenses and revenues annually to ensure adequate cost recovery is taking place, and swimming fees are adjusted periodically as a result.

General Recreation

In this category we address general use activities such as cross country ski and toboggan rentals at the City Forest, the deposit on picnic kits and picnic reservation fees at our community park pavilions.

The equipment rental rates have been set at a level which simply covers the cost of replacing the equipment, and the picnic kit deposit is designed to ensure return of the equipment. A fee for the picnic reservation program, allowing citizens to reserve picnic shelters in our community parks, was instituted in 2005. This fee was established to ensure that pavilions are indeed utilized once reserved, and the fee has been successful in accomplishing this. The picnic shelter fees have been increased slightly since 2005 as operational costs to maintain the shelters have increased.

The fee philosophy outlined above has served our parks and recreation programs well for many years. The challenge that exists is to ensure that fees continue to support expenses appropriately while keeping recreational opportunities reasonably priced for the community. I ask that the Commission recommends a fee philosophy for the staff to follow at their September meeting, providing staff with direction in developing recommended fees for the Commission to review at their regularly scheduled November meeting.

Respectfully,

Karen Murphy

MIDLAND PARKS AND RECREATION COMMISSION
REGULAR MEETING OF AUGUST 5, 2015
MIDLAND CITY COUNCIL CHAMBERS
7:00 P.M.

PROPOSED MINUTES

- 1) Call to Order: Meeting called to order at 7:00 p.m. by Chairperson John Metevia
- 2) Pledge of Allegiance
- 3) Roll Call:
 - a. MEMBERS PRESENT: Altimore, Bovid, Carlson, Carney, Metevia, Rankin, Rice, Steidemann, Varela
 - b. MEMBERS ABSENT:
 - c. OTHERS PRESENT: Brad Kaye, Assistant City Manager for Planning Services; Paul Barbeau, Momentum Midland
- 4) Election of Chair and Vice Chair: It has been the Commission's practice to elect a new chair and vice chair annually at the first meeting of the fiscal year. In keeping with the practice, Murphy asked for nominations for the position of chair and an oral vote was taken.

Rice nominated Metevia to serve as chair and Varela seconded the nomination. Motion passed 8-0, with Metevia abstaining from the process.

Metevia then nominated Rankin to serve as vice chair and Carney seconded the nomination. Motion passed 8-0, with Rankin abstaining from the process
- 5) Minutes of June 2, 2015: Varela motioned, Carlson seconded to receive minutes of the meeting of June 2, 2015. Motion passed 9-0.
- 6) Call to Audience: None
- 7) Review request from Momentum Midland to consider relocation of the Midland Farmer's Market to the Putnam Park area east of Cronkright Street: Prior to introducing this agenda item, John Metevia read a statement disclosing that he is employed by the Great Lakes Loons and the city attorney has verified there is no conflict of interest here so he will be participating in the discussion and voting on the matter.

Brad Kaye introduced a request received from Momentum Midland for the Parks and Recreation Commission to consider the relocation of the Midland Farmer's Market to the Putnam Park area. The request was forwarded to Parks & Recreation Commission, Downtown Development Authority, and the Planning Commission for review and public input. Kaye explained that the Parks & Recreation Commission will be asked to make a recommendation to City Council on two questions: 1) Can Putnam Park be used for this purpose and 2) Should Putnam Park be used for this purpose. City Attorney Jim Branson will attend the September 1 public hearing to share information on this matter as well before the Commission renders their recommendation.

Paul Barbeau of Momentum Midland gave a presentation starting with the history of the current Farmer Market location and the challenges faced at the current location. Barbeau also provided information on discussions held over the last 10 years regarding identifying an alternate location that could address these challenges and how Momentum Midland's proposal builds on that continuum of conversation.

Barbeau shared the background and mission of Momentum Midland, and reviewed the proposed Farmer Market recommendation of an expanded facility designed to better meet the needs of the market. Barbeau showed renderings of the proposed Market site, discussed the size of the location in comparison to the current site, and highlighted parking options. Barbeau also discussed proposed funding for the project including state and federal grants, farm market tax credits, and philanthropic sources. Barbeau shared a conceptual redevelopment plan for the existing Farmer Market site as well.

Kaye then reviewed the public input process with the Parks & Recreation Commission, Planning Commission and the Downtown Development Authority all receiving the report and holding public hearings, followed by the three commissions providing recommendations to the City Council. Council will then consider the recommendations at their September 21 meeting to determine if City approval will be given for the project to move forward. Kaye restated the two questions that the Parks & Recreation Commission is charged with – one being can Putnam Park be used for this purpose and the other being should Putnam Park be used for this purpose.

- 8) Adoption of meeting calendar for 2016: The Commission reviewed the proposed meeting calendar for the upcoming fiscal year, and decided to continue meeting on the first Tuesday of the month with the exception of election dates when meetings will be moved to Wednesday. The Commission decided not to meet in January and July due to the proximity to the holiday, and not to meet in April due to Midland Public Schools' spring break. Under the ordinance, the Commission must meet six times per fiscal year. The following meeting schedule was proposed for 2016 with the understanding that meetings will be cancelled in advance if the Commission does not have official business to address:

Tuesday, February 2, 2016	Tuesday, September 6, 2016
Tuesday, March 1, 2016	Tuesday, October 4, 2016
Tuesday, May 3, 2016	Tuesday, November 1, 2016
Tuesday, June 7, 2016	Tuesday, December 6, 2016
Wednesday, August 3, 2016	

Rankin motioned to approve the calendar with no scheduled meetings in January, April or July, and Bovid seconded the motion. The motion passed 9-0.

- 9) Discussion Topics for FY 2015/2016 Work Plan: Murphy reviewed last fiscal year's work plan for the Commission to consider. The work plan defines the role of the Parks and Recreation Commission as an advisory committee to City Council, and explains the director's role as staff liaison to the Commission. The plan also contains a recommended list of topics for the Commission to discuss over the course of the year.

Murphy asked for suggestions on discussion topics for the upcoming fiscal year. A list of proposed topics was discussed, and Murphy will compile a tentative schedule for review and approval at the next Commission meeting.

10) Project Report:

- a. **Chippewassee Trail and River Overlooks:** Murphy reported that bids were received on August 4. Staff will review bids with the goal of awarding a contract at the August 17 City Council meeting. Murphy stated that the goal is to have work commence on the project after Labor Day with completion this calendar year.
- b. **Throne Park water feature:** Murphy reported that the water feature components were installed in mid-July by parks staff, and a concrete sub-base was poured. The concrete needs a 3-4 week cure time before the soft fall surface can be installed. Murphy is aiming to have the soft surface in place so the water feature can be opened mid-August.
- c. **Bicycle maintenance station at Rail Trail plaza:** Heil shared a photograph of the new outdoor bicycle maintenance station located at the Rail Trail trailhead near the Farmer's Market. The station was generously donated by B-Xtreme Cycle & Sport located in downtown Midland. Heil also shared a photograph of the bicycle maintenance station donated by Ray's Bike Shop that is located at the Monroe trailhead at the City Forest.
- d. **Mountain bike trail improvements at City Forest:** Heil shared photographs of recent improvements made by the mountain bike user group at the City Forest. Led by Jim Crissman, the volunteer work group recently built new bicycle bridges as part of an ongoing trail expansion project.
- e. **Tree planting in Glencoe and St. Mary's Park by Modern Woodmen of America:** Heil shared information on a recent donation of \$1,250 worth of trees from the Modern Woodmen of America

11) Old Business: None

12) New Business: None

13) Adjourn: Motioned by Varela, seconded by Carney to adjourn the meeting. Motion passed 9- 0.
Meeting adjourned at 8:26 p.m.

Respectfully submitted,

Karen Murphy
Director of Public Services